Exēba®

Escan Technologies Corporation®

Exeba® Smart-COMM™

User Guide

Smart Card Reader/Writer Software

© Escan Technologies Corp®
12140 Severn Way
Riverside, CA 92503
Phone (951) 270-0043 • Fax (951) 304-1267

Exeba® Smart-COMM™ User Guide

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Serial Number

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Chapter 1

Introduction

Welcome to Exeba® SMART-COMM, a powerful Smart Card Reader/Writer software designed to work with the hardware offered by Escan Technologies and Incode Corp. It supports different types of smart memory cards. It runs under Windows operating systems: Me, NT, 2000, XP and Vista. It is affordable and user-friendly. It includes a comprehensive user manual and on-line help.

In this chapter you will learn,

- About Exeba® SMART-COMM main features
- How to install the software
- How to unlock the software
- About the hardware switch window

Exeba SMART-COMM Features

In general, Exeba® SMART- COMM™ has the following features:

- Developed for Windows Me / 2000 / NT / XP / Vista
- Provides a single menu to install software, install drivers, view documentation and link to our web site.
- Provides detailed on-line help and documentation.
- Easily switch between the different hardware types and application types without exiting the software.
- Obtain reader and card features.
- Saves data in a database/text file.
- Provides database security by setting a password.
- Select between 13 different card applications (predefined and custom).
- Its read/Write window provides user the flexibility to read and write any data to the smart card.
- Allows user to set a default application for quick access.
- Allows user to select between a few software startup options.
- Auto connects to smart card readers on startup.

Select between 4 different types of predefined applications and these are:
- General Card application which contains standard fields such as ID, name, address…
- Member Card application which can be used for gym memberships…
- Health card application which can be used in healthcare for quickly identifying patients…
- Loyalty card application for tracking loyal customers' purchases…

Select between 9 different custom applications. For this category of applications you can:
- Select from the predefined layout
- Enter a name and description
- Customize the fields' name

Whether you select a predefined application or a custom application, you will be able to access the following features:
- Save, update, and delete records in the database
- Write data from the database into the card
- Read data from the card directly into the application
- Move to a previous, next, or any record number
- Search for a record by entering a criterion
- View card type
- Set a PIN# on the card
- Import data from a text file to the application database.
- Export data to a text file from the application database.
- Specify the order and the fields to be included in the export/import file.
- Query report data and print
- Compact and repair the application database

Installing Exeba® Smart-COMM™

The installation program installs Exeba® Smart-COMM™ from a CD. Before you begin, ensure that your computer meets the requirements listed below.

System Requirements

Exeba® Smart-COMM™ has the following system requirements:

- An IBM PC or compatible computer
- Microsoft Windows Me, 2000, XP, NT or Vista
- A Pentium processor
- Approximately 30 MB of available disk space

Installation

- ☐ Make sure all applications are closed.
- ☐ Insert the Exeba® Smart-COMM™ CD-ROM into your CD-ROM drive. The installation program will start automatically.
- ☐ From the first screen that appears select between the English or the Spanish language by clicking on the designated button. Then a screen with the following buttons will appear:
  - *Install Exeba SMART-COMM* - Allows you to install the software on your computer. Once you click on this button the setup program will automatically start. Follow online instructions.
  - *Install Drivers* - Installing the drivers before connecting the hardware is a must for the hardware to work properly. Click on this button to go to the driver selection screen.
  - *View Exeba SMART-COMM Manual* - Allows you to view/print this manual in PDF format
  - *Browse CD Contents* - Allows you to view the files on the installation CD
  - *Register Now* - Connects you to our registration web page. You should be connected to internet to be able to use this feature.
  - *Download Acrobat Reader* - Connects you to Adobe Acrobat web page to download a free copy of Adobe to view the manual in PDF format.
  - *Contact Us* - Displays our contact information.

Hardware Switch Window

When you start Exeba® Smart-COMM™, the window below will appear. This window is used to select the hardware you are communicating with, to UNLOCK and register the software, and to link to the Exeba® web site.

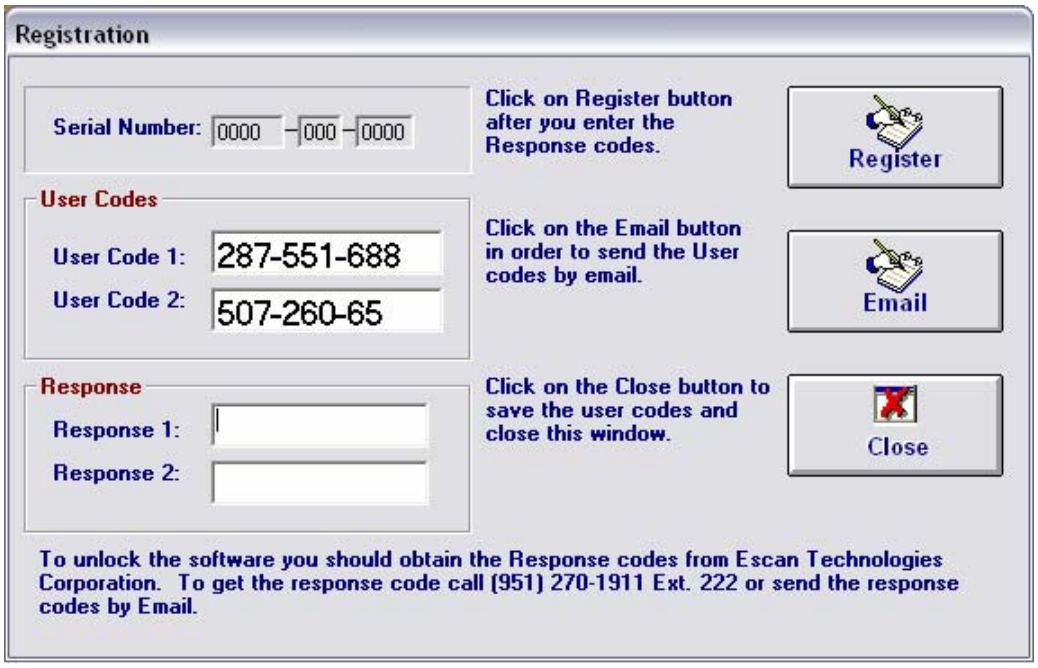
- Click on the Unlock button to unlock the software if not already unlocked.
- Click on the button of the hardware connected to your computer to start working with the software during the grace period or after you unlock the software.
- Click on the Visit our Website button to automatically link to our website.
- Click on the Exit button to close the software application.

UNLOCK (Register) the Software

On every computer that you install the software on for the first time, it will run for 15 days. After the 15 days the software will expire. You can unlock during or after the grace period.

Unlocking may be required for the same computer when an upgrade is installed.

Click on the Unlock button of the Hardware Switch window, the following window will appear.


Registration
Serial Number: 0000 - 000 - 0000
Click on Register button after you enter the Response codes.
Register
User Codes
User Code 1: 287-551-688
User Code 2: 507-260-65
Click on the Email button in order to send the User codes by email.
Email
Response
Response 1:
Response 2:
Click on the Close button to save the user codes and close this window.
Close
To unlock the software you should obtain the Response codes from Escan Technologies Corporation. To get the response code call (951) 270-1911 Ext. 222 or send the response codes by Email.

The software can be unlocked / registered by one of two methods:

1) Register by Email
If your computer is connected to the Internet, click on the Email button. This will open our Unlocking web page where you must fill out all required information. Please copy and paste User Code 1 and User Code 2 into the appropriate fields or enter them manually. After all of the required information is entered, click the Submit button of the registration web page. The response code(s) will be sent to the email address provided. Then click on the Close button of the window shown above. DO NOT click on the Register button until you enter the correct response code(s).

2) Register by Phone
Call Escan's support line at (951) 270-1911 Ext 224. Provide the customer service representative with the following information: User Code 1, User Code 2 and the version type that was purchased.

3) The representative will give you one or two codes: Response 1, and Response 2. Enter them in the designated boxes.

4) Click on the Register button.

If the software registration was successful, the message “Software Unlocked Successfully!” will appear. The software registration will fail if any of the user codes or response codes were invalid. Verify the User Codes & Response Code(s) with the customer service representative again. Then repeat steps 2 thru 4.

When you call, we recommended you be in front of the computer, and have the software running with the UNLOCK screen open. However, if you cannot be in front of the computer, please have User Code 1 and User Code 2 available.

The Unlock button of this window will be disabled once the software is unlocked successfully.

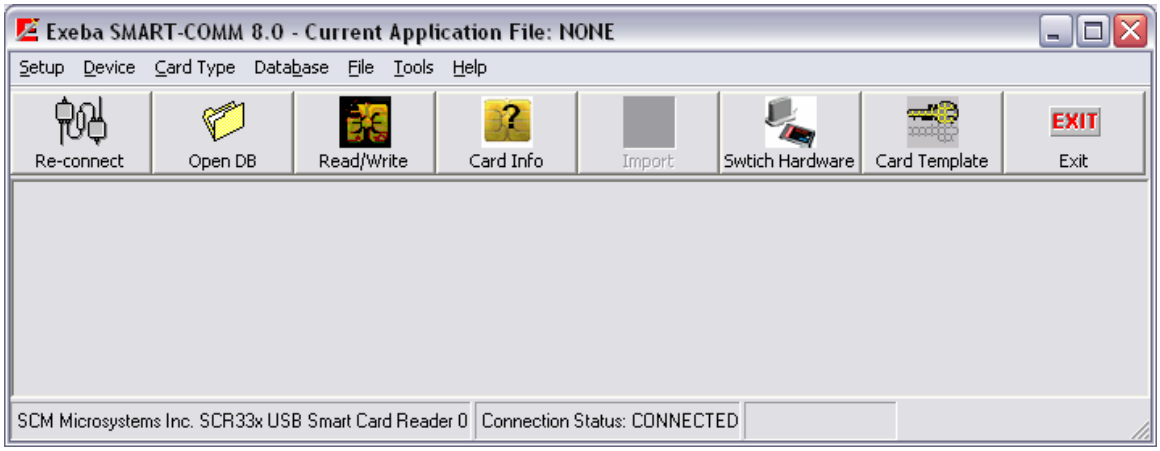
Chapter 2

Getting Started

You are now ready to start using Exeba® SMART-COMM. This chapter provides detailed information about the main window features. It also provides a quick tutorial.

Main Window

After selecting the hardware you want to communicate with, the following window will appear:



From this window, select the desired software function(s).

Main Menu

It is located at top of the main window. From the main menus, you can access all the program's functions. And these menus are:

- Setup – under this menu you will find commands to setup the application settings and to exit.
- Device – from this menu you can access all the device menu commands such as getting more information about the device, and connecting to it.
- Card Type – the commands under this menu are all related to the type of application that you want to create, whether it is predefined or custom.
- Database – once an application is created, access commands from this menu to manipulate the data in your application such as open the application window, and add a password.
- File – once you have added data to your application, you can access the commands under this menu to create a report, export and import data.
- Tools – commands under the Tools menu allow you to compact your database, change the application or switch to a different reader.
- Help – the help menu allows you to access on-line help and to get information about the software such as the version number.

Button Bar

It is located under the main menu. The button bar contains buttons that can be used to easily access some of the frequently used commands in Exeba® Smart-COMM™. These buttons are:

- Re-Connect – quick access to the Re-Connect command under the Device menu.
- Open DB – opens an existing database, same as the menu command Open Existing Database under the database menu.
- Read/Write – this is the only access to the Read/Write function of the software. This function allows you to read and write a card without creating an application.
- Card Info – Same as the menu command Card Info under the Card Type menu.
- Import – Access the Import Data command under the File menu.
- Switch Hardware – Same as the menu command Switch Hardware under the Tools menu.
- Card Template – Same as the Create Card Template command under the Card Type menu.

- Exit – quickly access the exit command under the Setup menu.

Status Bar

It is located at the bottom of the main window and displays communication status messages being used in Exeba® Smart-COMM™.

It is displayed as follows:
- Status – displays any communication status with the reader
- Reader – displays the name of the connected reader

Quick Start

If you just need to test the reader or card, then you can

- access the Re-connect button if the software has not established communication with the hardware.
- access the Read/Write button to test the card or reader.

Before you get started with the software, select the application. There 13 different applications in the software. Four applications are predefined (Loyalty, health, general card and members) Nine applications are customized where you can change the name of the field and the name of the application. Take some time to learn about the different applications as they are explained in details in Chapter 3.

Once you decide on the application, create it and save the database file. You can setup a password. Once created, you can manipulate your database as explained in chapter 4.

After an application is created, you can create records that can be read and written from and to the card. Once you have data in the database, you can search for records using the advanced search of the application, create a report of the existing records, export and import the data.

Chapter 3

Setup Menu

The Setup menu allows you to change the application's main settings and to exit.

You will be introduced to the following topics,

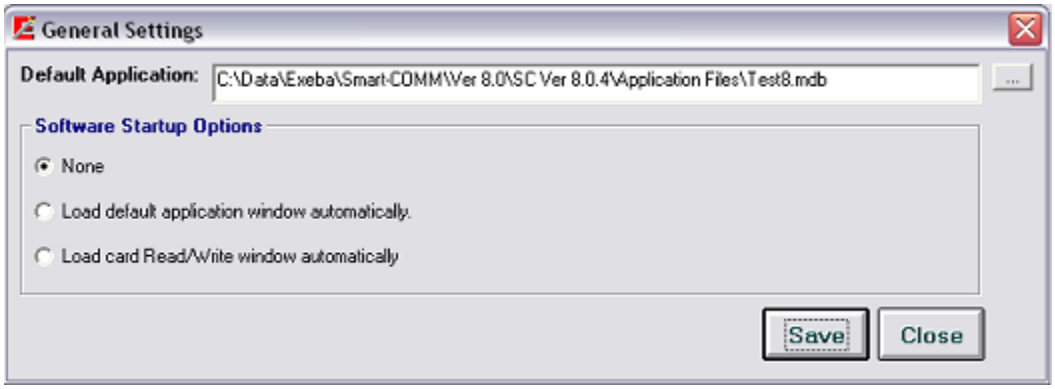
- General Settings
- Exit application

General Settings

Command Access
From the Setup main menu, select General Settings.

Command Function
This command allows you to change settings that are applied to all of the application features.

Currently there are two settings to change in the software as shown in the figure below,



Default Application
This is the location and name of the database file that the software will save as default. This will allow you to quickly access the application that is linked to the database by clicking on Open Default Database command under the Database menu or by automatically opening the application on startup depending on the Software Startup Options as described below.

Software Startup Options
Once you select the hardware type from the Hardware Switch window, the software will load a function on startup depending on your selection as follows:
None – nothing will start automatically.
Load default application window automatically – loads the default application if any was set as default.
Load card read/write window automatically – load the Card Read/Write window.

Exit Program

Before you exit Exeba Smart-COMM make sure you saved your data. To exit the software use one of the following methods:

- From the Setup menu select Exit command.
- Click on the Exit button of the main button bar.
- From the hardware switch window click on the Exit button.

Upon exit, the software will disconnect from the reader if connected and will warn you about any unsaved changes.

Chapter 4

Device Menu

This chapter describes the Device menu commands as well as the Read/Write command in details. And these commands are:

- Re-Connect
- Device Settings
- Read/Write Card

Re-Connect

Command Function
This command allows you to connect to the reader if it was connected or disconnected after the software was launched.

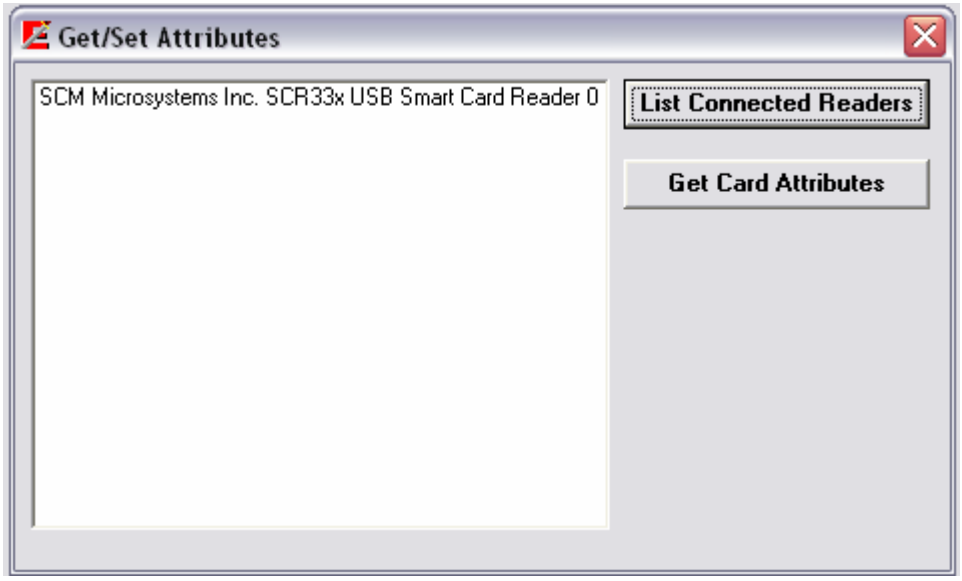
Command Access
From the Device menu, select Re-Connect command. Or click on the Re-connect button from the main button bar.

If successful, a message will appear in the status bar.

Device Settings

Command Function
The Device Settings window allows you to get additional information about the card and the reader settings.

Command Access
From the Device menu, select Device Settings. The following window will appear,



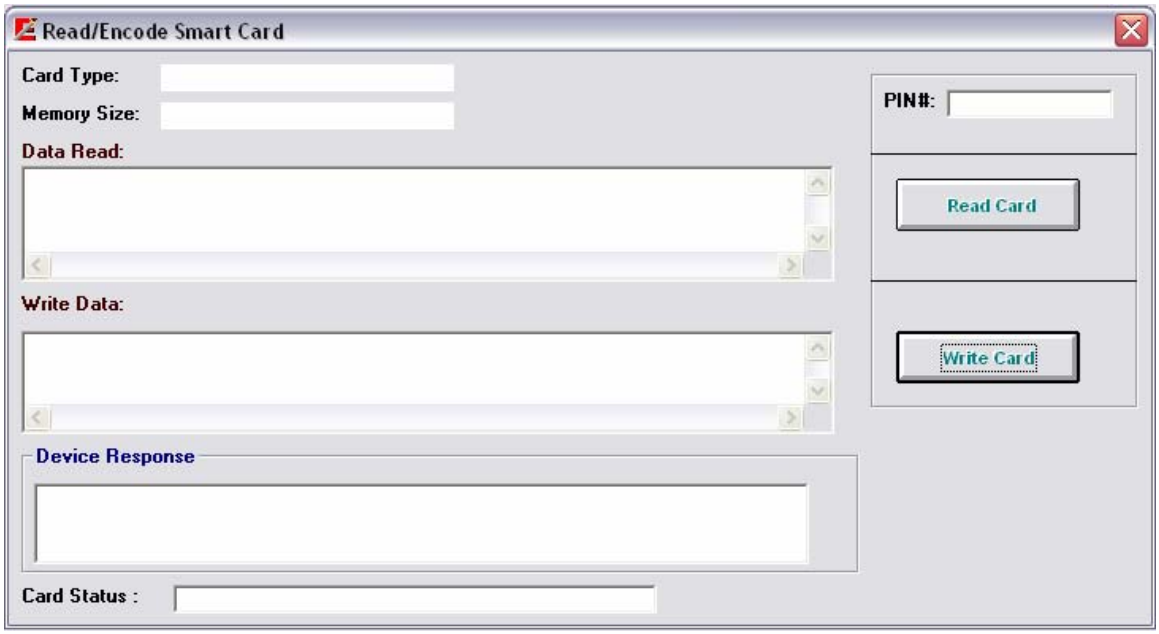
Click on the List connected Reader to obtain the name of the reader.

Click on the Get Card Attributes button in order to obtain information about the insert card such as type, memory, no of pins…

Card Read/Write

Command Function
All of the card applications in the software, defined and custom, allow you to read and write a card based on the fields in the application. However, this window allows you to write the data without linking it to any field. And to read the data from the card as it is stored. You may want to use this command to test the card or read/write data quickly. It also has several other card functions that are not available in any of the card applications.

Command Access
The only way to access this command is by clicking on the Read/Write button of the main button bar. The following window will appear.



Chapter 5

Card Type Menu

The applications in the software are divided into two categories Predefined applications and Custom applications. This chapter explains the following in detail:

- What is a predefined application
- How to create a predefined application
- Explain each of the following predefined application card
    - General Card
    - Member Card
    - Health Card
    - Loyalty Card
- What is a custom application
- How to create a custom application
- Sample custom application
- Features common to all applications
- How to search for a record

Predefined Applications

In the predefined application, all the fields are predefined by the software. The user is not able to make any customization.

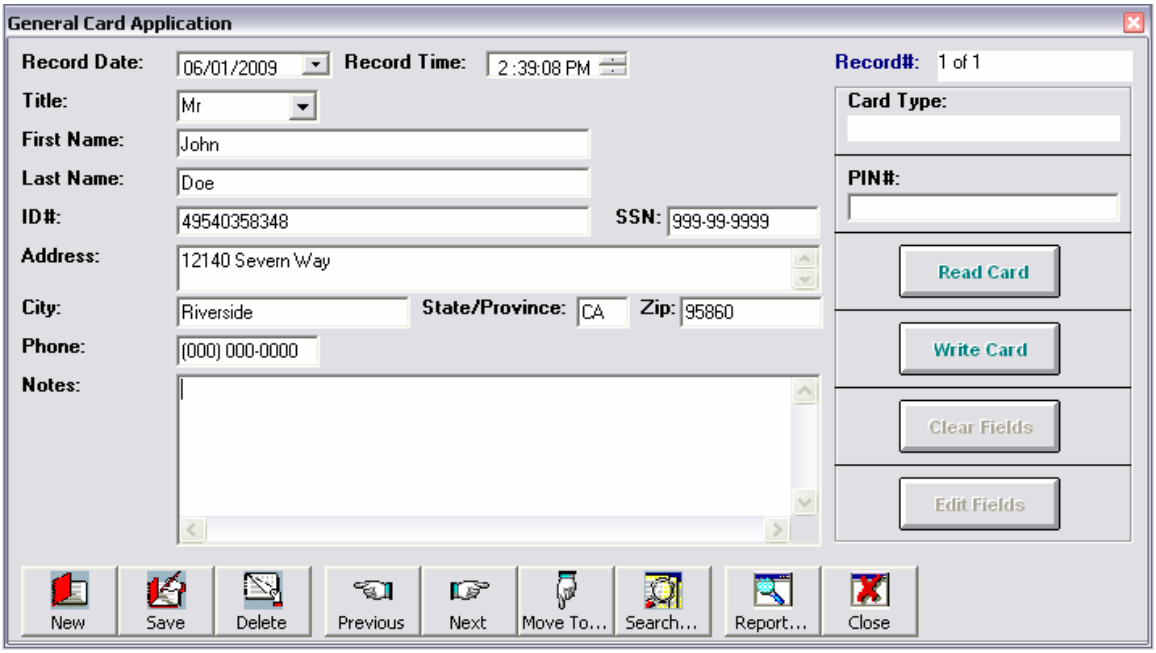
There are 4 types of predefined applications in this version of the software.
General Card
Member Card
Loyalty Card
Health Card

All of these applications can be access through the Card Type menu. When you first open a predefined application, a temporary database is created. Upon closing the application, you will be asked to save your data to the database.

Make sure you check the documentation for each application and/or create a temporary database before you decide on the final application for your card.

General Application

This type of application consists of basic fields that most cards would have. From the Card Type menu, select General Card and the following screen will appear.



Field Name	Type	Size	Description
Record Date	Date		This is the date on which the record was created in the database. It is automatically generated by the application.
Record Time	Time		This field is also generated automatically by the application once a new record is created. It represents the time.
Title	Alphanumeric	5	The title field is predefined in this application. Select one of the following: Mr., Mrs., Ms., Miss, Dr., or Atty. Or leave it blank
ID	Alphanumeric	12	Card holder ID, can be any combination of alpha or numeric characters.
SSN	Alphanumeric	11	Card holder SSN including dashes.
First Name	Alphanumeric	50	Card holder first name.
Last Name	Alphanumeric	50	Card holder last name.
Address	Alphanumeric	60	Street address
City	Alphanumeric	20	City
State	Alphanumeric	5	State
Zip	Alphanumeric	10	Zip code
Phone	Alphanumeric	20	Phone#
Notes	Alphanumeric	65,536	Enter any extra information that is different from the predefined fields.

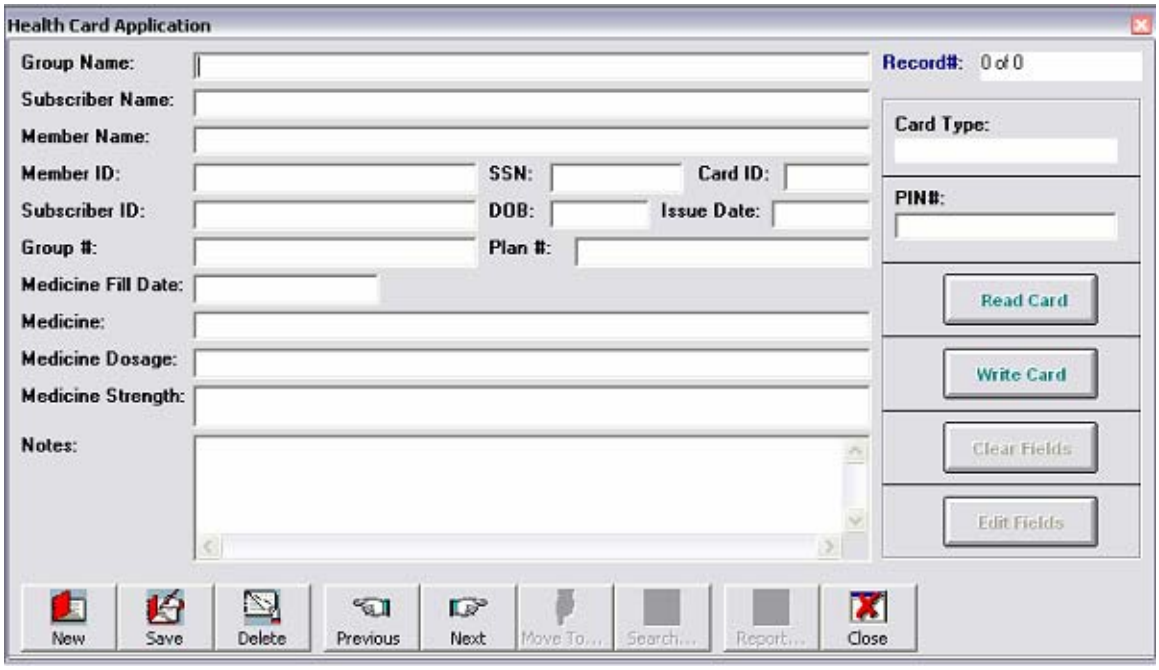
Member Application

This application can be used to keep track of membership (i.e. gym or club attendance).

Field Name	Type	Size	Description
Title	Alphanumeric	5	The title field is predefined in this application. Select one of the following: Mr., Mrs., Ms., Miss, Dr., or Atty. Or leave it blank.
ID	Alphanumeric	12	Member's ID, can be any combination of alpha or numeric characters.
SSN	Alphanumeric	11	Member's Social Security number.
First Name	Alphanumeric	50	Member's first name.
Last Name	Alphanumeric	50	Member's last name.
Issue Date	Alphanumeric	10	Card issue date.
Department	Alphanumeric	30	Membership department or division. Can be used as membership type also.
Address	Alphanumeric	60	Member's street address.
City	Alphanumeric	20	Member's city
State	Alphanumeric	5	Member's state.
Zip	Alphanumeric	10	Member's zip.
Phone	Alphanumeric	20	Member's phone#.
Fax	Alphanumeric	20	Member's fax#.
Email	Alphanumeric	50	Member's email.
Stations Visited	Alphanumeric	65,536	The stations visited by the member. That could be any activity or use of equipment.
Notes	Alphanumeric	65,536	Type in any additional information that is not part of the fields.

Health Application

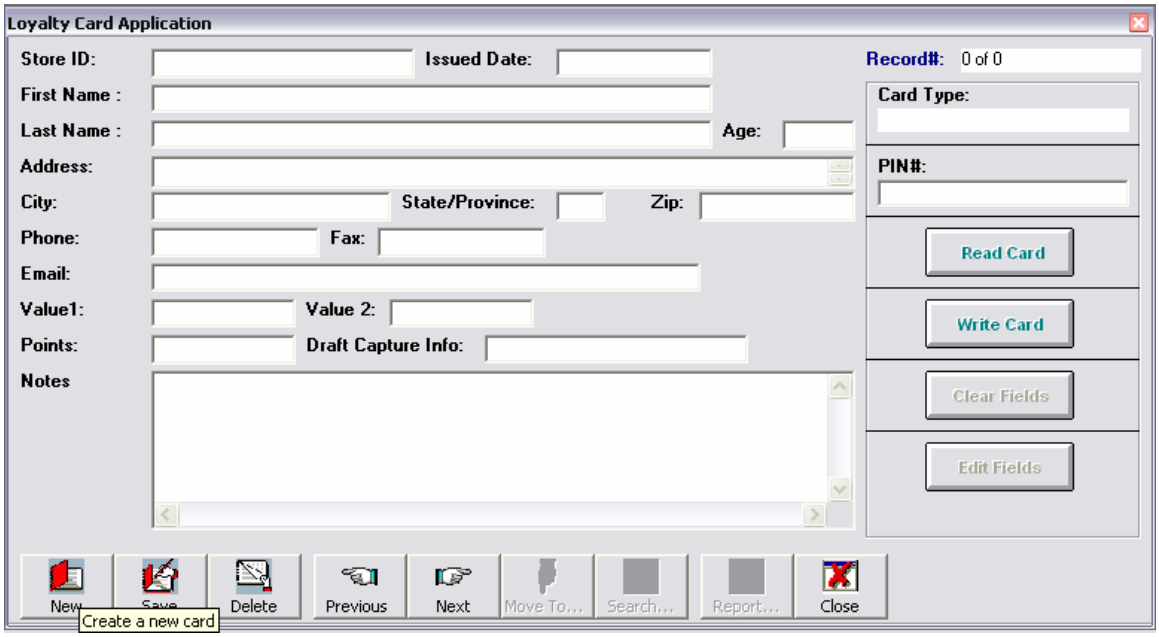
This type of application allows you to store the patient's data. You can add the patient's insurance information, medicines taken or any other related information.



Field Name	Type	Size	Description
Card ID	Alphanumeric	5	The card holder's ID. Any combination of characters and numbers.
Group#	Alphanumeric	30	Card holder insurance group#.
Group Name	Alphanumeric	50	Card holder insurance group name.
Subscriber ID	Alphanumeric	30	Subscriber's ID
Subscriber Name	Alphanumeric	50	Subscriber's name
Member ID	Alphanumeric	30	Card holder's member ID
Member Name	Alphanumeric	50	Card holder's name.
SSN	Alphanumeric	15	Card holder's social security number.
Date of Birth	Alphanumeric	10	Card holder's date of birth. Enter a valid date of 10 characters. It can be in any format.
Issued Date	Alphanumeric	10	Card issue date.
Plan	Alphanumeric	30	The plan that the member is on.
Medicine Fill Date	Alphanumeric	20	
Medicine	Alphanumeric	50	Medicine name
Medicine Dosage	Alphanumeric	50	Medicine dosage.
Notes	Alphanumeric	65,536	This field is left for any extra information that is not included in the fields' data.

Loyalty Application

This application should be selected for loyalty applications to keep track of a stored value. (i.e. parking, laundry, gaming…)

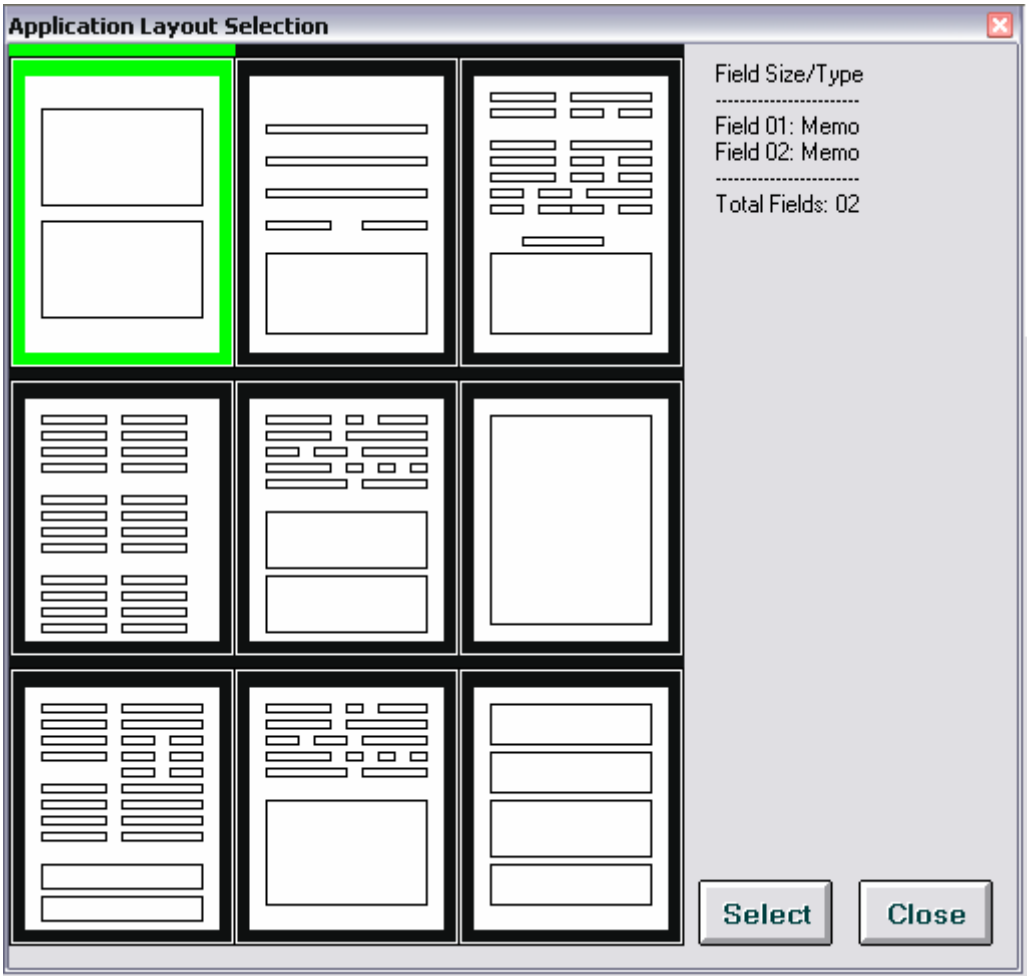


Field Name	Type	Size	Description
Issued Date	Alphanumeric	15	Date the card was issued.
Store ID	Alphanumeric	50	An ID to identify a store or location.
Points	Alphanumeric	10	Total points.
First Name	Alphanumeric	50	Card holder's first name.
Last Name	Alphanumeric	50	Card holder's last name.
Age	Alphanumeric	5	Card holder's age.
Address	Alphanumeric	60	Card holder's street address.
City	Alphanumeric	15	Card holder's city.
State	Alphanumeric	2	Card holder's state.
Zip	Alphanumeric	10	Card holder's zip code.
Phone	Alphanumeric	20	Card holder's phone#.
Fax	Alphanumeric	20	Card holder's fax.
Email	Alphanumeric	20	Card holder's email.
Value 1	Alphanumeric	15	Stored value 1.
Value2	Alphanumeric	10	Stored value 2.
Draft	Alphanumeric	30	(??)
Notes	Alphanumeric	65,536	Extra information.

Custom Applications

Command Function
If none of the predefined applications defines all the fields you would like in your application, you can select one of the custom applications defined in the software. To do so you need to start by selecting the application field layout.

Command Access
From the Card Type menu select Create Card Template. The following window will appear.

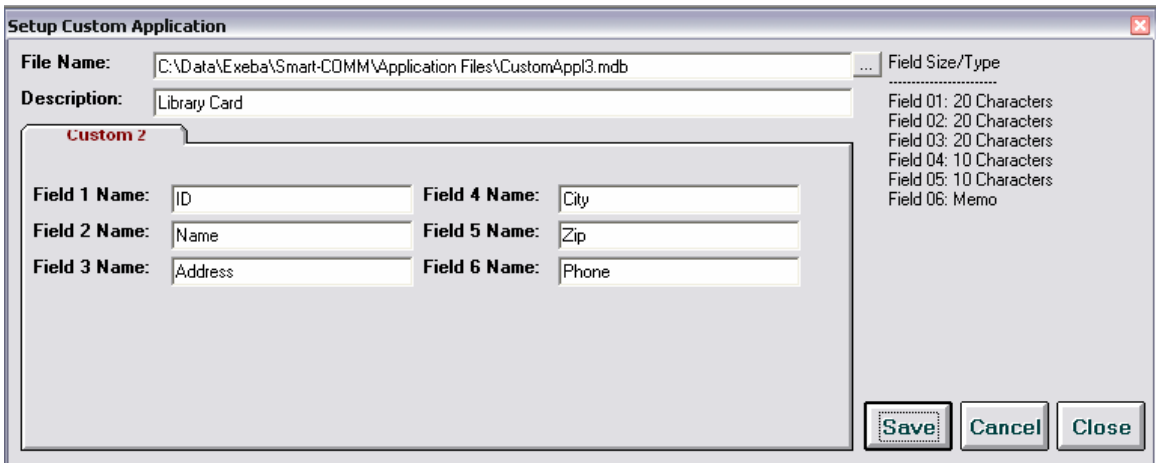


When you click once on any layout, the field description will appear on the right. Select the layout that best suits your need and double click on it or click on the Select button. This will take you to the next step which is to define the names of the fields.

Custom Applications Fields

Command Function
This command allows you to change the name default field names and to enter a description for you custom application.

Command Access
This window will appear automatically once you select the fields' layout.



How does it work?
Start by entering the name and folder of the database file in the File Name box. You can use the browse button as well.
Enter a description for your application in the Description text box.
Enter a name for each field. If the designated box for the field name is left blank, the application will use the default "Field 1", "Field 2", … for the name.

The window above shows example for a library card application.

- Click on the Save button to save the changes made so far.
- Click on the Cancel button to cancel the creation of a new application. All the selection made will be lost.
- Click on the close button to close this window. If the database file name is missing, you will be prompted to enter one before closing.

Custom Fields Description

This topic provides the list of fields that each application has, as well as their type and size.

Custom Application 1
Total Fields: 2

Field Name	Type	Size
Field1	Alphanumeric	65,536
Field2	Alphanumeric	65,536

Custom Application 2
Total Fields: 6

Field Name	Type	Size
Field1	Alphanumeric	20
Field2	Alphanumeric	20
Field3	Alphanumeric	20
Field4	Alphanumeric	10
Field5	Alphanumeric	10
Field6	Alphanumeric	65,536

Custom Application 3
Total Fields: 22

Field Name	Type	Size
Field1	Alphanumeric	20
Field2	Alphanumeric	20
Field3	Alphanumeric	20
Field4	Alphanumeric	10
Field5	Alphanumeric	10
Field6	Alphanumeric	20
Field7	Alphanumeric	20
Field8	Alphanumeric	20
Field9	Alphanumeric	10
Field10	Alphanumeric	10
Field11	Alphanumeric	20
Field12	Alphanumeric	10
Field13	Alphanumeric	10
Field14	Alphanumeric	10
Field15	Alphanumeric	10
Field16	Alphanumeric	20
Field17	Alphanumeric	10
Field18	Alphanumeric	10
Field19	Alphanumeric	10
Field20	Alphanumeric	10
Field21	Alphanumeric	20
Field22	Alphanumeric	65,536

Custom Application 4
Total Fields: 24

Field Name	Type	Size
Field1	Alphanumeric	20
Field2	Alphanumeric	20
Field3	Alphanumeric	20

Field4	Alphanumeric	20
Field5	Alphanumeric	20
Field6	Alphanumeric	20
Field7	Alphanumeric	20
Field8	Alphanumeric	20
Field9	Alphanumeric	20
Field10	Alphanumeric	20
Field11	Alphanumeric	20
Field12	Alphanumeric	20
Field13	Alphanumeric	20
Field14	Alphanumeric	20
Field15	Alphanumeric	20
Field16	Alphanumeric	20
Field17	Alphanumeric	20
Field18	Alphanumeric	20
Field19	Alphanumeric	20
Field20	Alphanumeric	20
Field21	Alphanumeric	20
Field22	Alphanumeric	20
Field23	Alphanumeric	20
Field24	Alphanumeric	20

Custom Application 5
Total Fields: 16

Field Name	**Type**	**Size**
Field1	Alphanumeric	20
Field2	Alphanumeric	10
Field3	Alphanumeric	20
Field4	Alphanumeric	20
Field5	Alphanumeric	20
Field6	Alphanumeric	10
Field7	Alphanumeric	10
Field8	Alphanumeric	20
Field9	Alphanumeric	20
Field10	Alphanumeric	10
Field11	Alphanumeric	10
Field12	Alphanumeric	10
Field13	Alphanumeric	20
Field14	Alphanumeric	20
Field15	Alphanumeric	65,536
Field16	Alphanumeric	65,536

Custom Application 5
Total Fields: 1

Field Name	**Type**	**Size**
Field1	Alphanumeric	65,536

Custom Application 7
Total Fields: 21

Field Name	**Type**	**Size**
Field1	Alphanumeric	20
Field2	Alphanumeric	20
Field3	Alphanumeric	20
Field4	Alphanumeric	20

Field5	Alphanumeric	20
Field6	Alphanumeric	10
Field7	Alphanumeric	10
Field8	Alphanumeric	20
Field9	Alphanumeric	10
Field10	Alphanumeric	10
Field11	Alphanumeric	20
Field12	Alphanumeric	10
Field13	Alphanumeric	10
Field14	Alphanumeric	20
Field15	Alphanumeric	20
Field16	Alphanumeric	20
Field17	Alphanumeric	20
Field18	Alphanumeric	20
Field19	Alphanumeric	20
Field20	Alphanumeric	65,536
Field21	Alphanumeric	65,536

Custom Application 8
Total Fields: 15

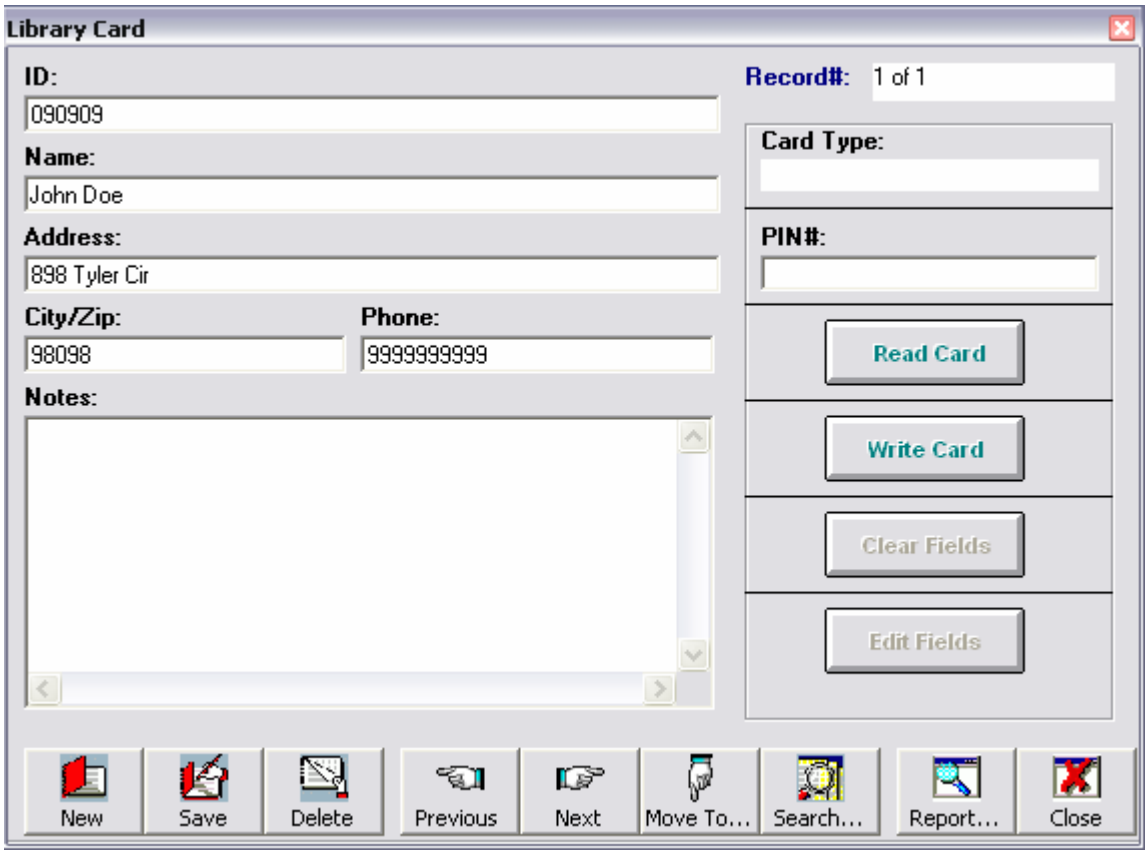
Field Name	**Type**	**Size**
Field1	Alphanumeric	20
Field2	Alphanumeric	10
Field3	Alphanumeric	20
Field4	Alphanumeric	20
Field5	Alphanumeric	20
Field6	Alphanumeric	10
Field7	Alphanumeric	10
Field8	Alphanumeric	20
Field9	Alphanumeric	20
Field10	Alphanumeric	10
Field11	Alphanumeric	10
Field12	Alphanumeric	10
Field13	Alphanumeric	20
Field14	Alphanumeric	20
Field15	Alphanumeric	65,536

Custom Application
Total Fields: 4

Field Name	**Type**	**Size**
Field1	Alphanumeric	65,536
Field2	Alphanumeric	65,536
Field3	Alphanumeric	65,536
Field4	Alphanumeric	65,536

Application Windows

This is an example of an application that was created using custom application #2 layout.



The fields will be different for every application. However, they all the following in command.

Common Fields

Record # - displays the record number of the displayed record as well as the total records in the database.
Pin # - displays the pin (if any) of the card data once a card is read. You can also type in a pin before the data is written to the card.
Card Type – displays the type of the card once a card is read.

Common Buttons

New – click on this button to create a new record. This button will change into Cancel button when a new record creation is in process.
Save – once you read a card, create a new record or update an existing one, click on this button to save the changes made.
Delete – deletes an existing record from the database.
Previous – moves to a previous record in the database.
Next – move to the next record in a row in the database.
Move To… - click on this button to move directly to a particular record based on the number you enter.
Search… - click on this button to search for a record based on a criterion.
Report… - this button will open the report query window.
Close – this button will close the application window.

Read Card – click on this button once you are ready to read a card. This button is similar to creating a new record but in this case the data will be coming from the card. Please insert the card before click on this button. Also make sure the software has established communication with the reader. If the data on the card matches the application it will appear in the designated fields.

Write Card – click on this button to write that data that appears on the screen of the application window to the card insert in the reader. As in the Read Card function, make sure the software is communicating with the hardware and a card is already inserted in the reader. Please note that if any data exists on the card it will be overwritten.

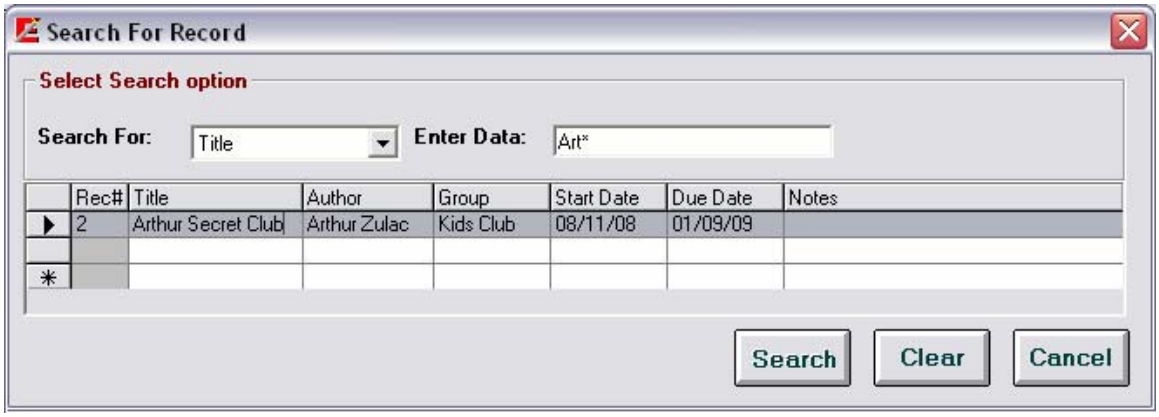
Clear Fields – this button will simply clear any data entered or read from the application window. It will not affect the data on the card or the database.

Search for a Record

Command Function
This command is available to all applications. It allows you to search for a record in the database based on criteria.

Command Access
You can access the Search command from the application's setup window by clicking on the Search… button.

How it works?
Once you click on the Search button a window with different fields according to your application will appear. The following application displays a sample custom application 2 fields.



Using this utility you can search for a record based on a criterion you set for a field in your application. When this window appears, the Search For list box will be populated by a number of fields from you application.

To search for a record,

Select the criteria from the Search For list.
If your criterion is of date type, then enter the correct date in the Enter Data box. Otherwise enter the exact data or part of the data and wild cards (* any number of character, ? any single characters). For example, if you know only the first 3 digits of the author fields enter the 3 digits followed by an asterisk (Such as Art*). The search function will look for all records that have an author that start with Art
Click on the Search button. If one or more records are found, they will be displayed in the table as shown above. Highlight the record you want and double click on it. This window will disappear and you will go back to the Application Setup window.

If you need to start over, click on the Clear button to clear the Enter Data box.
To cancel the search at anytime, click on the Cancel button.

Chapter 6

Database Menu

The Database menu is used to open an existing database and to change the database password. The commands in this menu will appear enabled or disabled according to status of the database.

In this chapter the following topic are explained in details:

- Open an Existing Database
- Open Current Database
- Open Default Database
- Set Password
- Clear Password

Open Current Database

Command Function
This submenu command allows you to open or reopen the current application window. For example, if you closed the current General Card application window, you can reopen it again later by using this command.

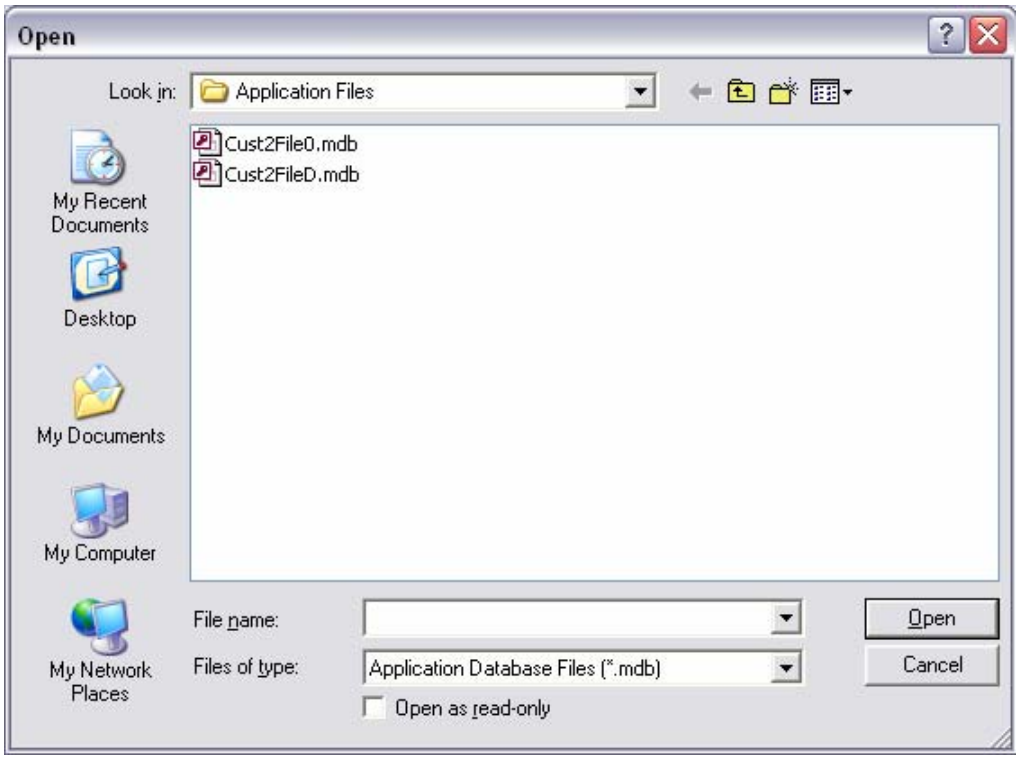
Command Access
From the Database menu, select Open Current Database.

This command is available if the current application database is active.

Open Existing Database

Command Function
The Open Existing Database command will allow you to open a previously created database.

Command Access
From the Database menu, select Open Existing Database. Or click on the Open DB button of the button bar. The following window will appear,



How it works?
1. In the Look In box, select the drive and folder where the database file is located.
2. In the File Name box enter or select the name of the database file.
3. Click on the Open button to open the database.

If the database file you selected is password protected, the following window will appear.

Enter the database password. Then click on the Ok button.

The name of the active database file will appear at the top of the main menu and the window linked to application database will appear. For example, if the database was created using Loyalty card then the loyalty card application window will appear.

Open Default Database

Command Function
This command allows you to open the default application automatically. First, a default database should be created in the software. A database can be created either by entering the name and folder in the General Settings or by selecting to save a newly created application as your default when prompted to do so by the software.

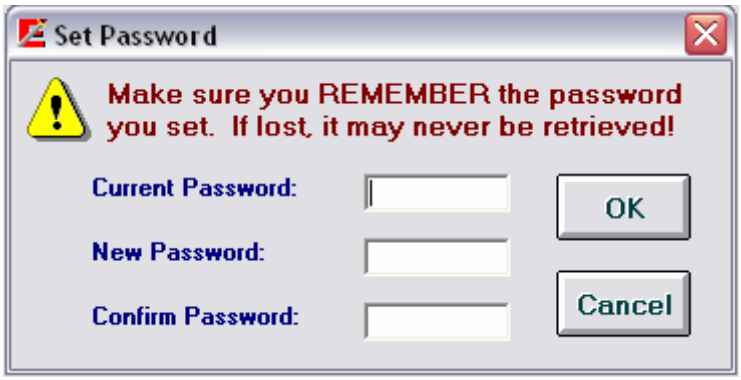
Command Access
From the Database menu, select Open Default Database.

This command is available only if no database is currently open.

Set Database Password

Command Function
This command is used to create a new password or change the existing one for the active database.

Command Access
This command is available only if a database file is open. From the Database main menu, select Set Password. The following window will appear,



How it works?
1. In the Current Password box, enter the existing password for the active database, if any. Leave this field blank if you are creating a password for the first time.

2. In the New password box, enter a new password. The password can be up to 14 alphanumeric characters. Passwords are case sensitive. You cannot leave the new password blank.

3. Reenter the new password in the Confirm password box. Make sure you write down the new password. Once lost, you will NOT be able to open the database file again.

4. Before you click on the Ok button, if you decided not change the existing password click on the Cancel button. The following window will appear and this window will be closed automatically.

4. Click on the Ok button to save the changes made to the password. If any of the Current Password, New Password, or Confirm Password are invalid the following message will appear,

If the changes were successful, the following message will appear and the window will be closed automatically.

Clear a Password

Command Function
Use this command to clear the existing database password.

Command Access
From the Database menu select Clear Password. The following window will appear,

Clear Database Password
Clearing the password will turn the database protection off permenantly until a new password is set.
Current Password:
Clear
Cancel

How it works?
In the Current Password box, enter the existing password. Then click on the Clear button to clear the password. If the password you entered is correct then the following message will appear and the window will be closed automatically.

Otherwise, the following message will appear,

Enter the password and try again. If you do not wish to clear the password then click on the Cancel button. The following message will appear, and the window will be closed automatically.

Chapter 7

File Menu

From the File menu you can access commands to import or export data and to print reports. As shown in the figure below.

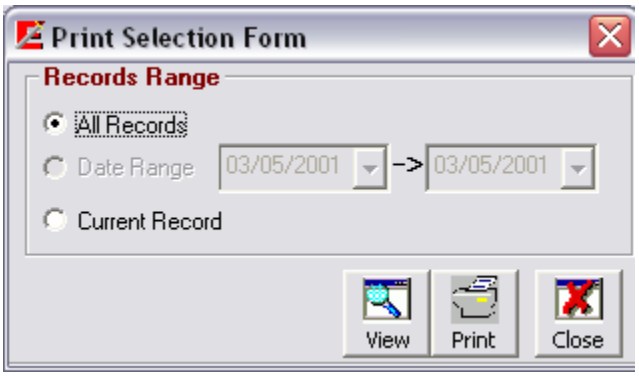
This chapter explains in details the following submenus,

- Import Card Data records
- Export Card Data records
- Print Card Data Reports

Create a Report

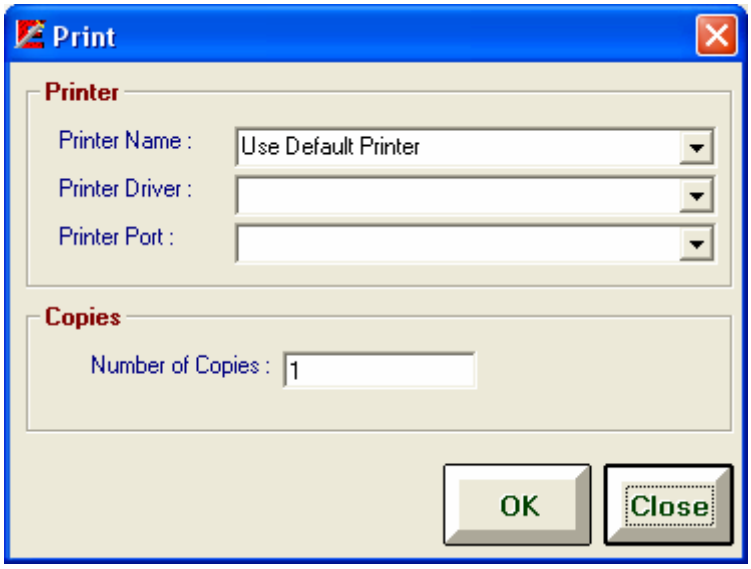
Command Function
This command allows you to print reports of the active database application. It also allows you to select the range of data to print.

Command Access
In order for this command to be available, a database should be open. From the File menu, select Report. If the application setup window is open, you can also access this window by just clicking on the Report button. The following window will appear.



How it works?
1. Start by selecting the range of data to be included in the report. Please note that some options in this window might be disabled for different application types.
All Records – When you select this option, all the existing records in the database, will be included in the report.
Date Range– Available to some applications. Select this option if you would to see a report of all the records that were created between specific dates. Then select the dates from the calendar provided.
Current Record – this option is available only when you are accessing the Report Query window from the application setup window. It allows you to print a report of the current record shown in the setup window.

2. Click on one of the following buttons,
View – this button allows you to preview a report before printing it. Then you can click on the printer icon of this window to print the report.
Print – click on this button to print a report without viewing it.



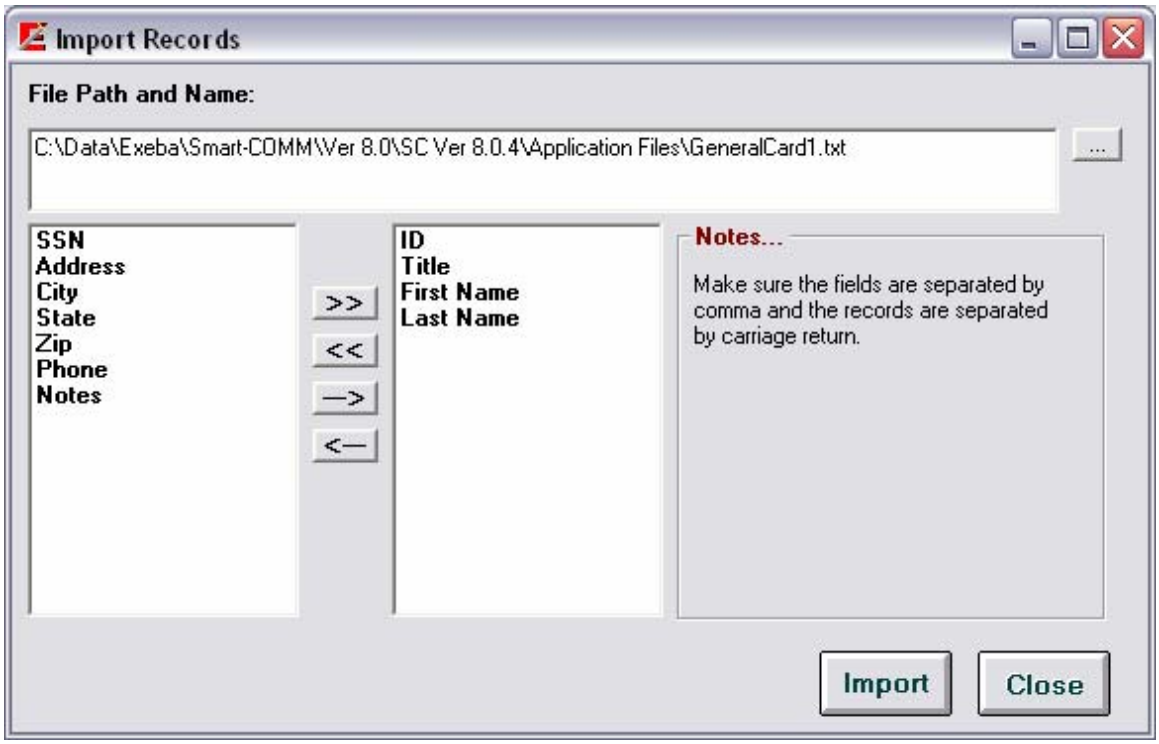
From this window select the printer name, printer driver, printer port and the number of copies and then click on the OK button.

To close this window, click on the Close button.

Import Records

Command Function
This command is used to import data from a comma delimited text file to the active application database.

Command Access
This command is available only if an application is open. From the File menu, select Import, then select Import Records. Or click on the Import button of the button bar. Depending on the application, a window similar to the one below will appear.



How it works?

1. Create the file to be imported while keeping the following rules in mind:
Unless the file contains only one field, all fields should be separated with commas even if field is blank.
The records (or lines) must end with a carriage return.
The order of the fields in the file should be the same as the order of the fields in import list of the window above.

2. In the File Name and Path box, enter the location and name of the file to import. You can also use the browse button (…). When you click on this button the Save As standard window appears. Select the drive, folder and name of the file to be imported.

3. Select the fields list by highlighting the field, then clicking on one of the following buttons to add it to the import list.
→ - adds a single field to the end of the list
← - deletes a single field from the list

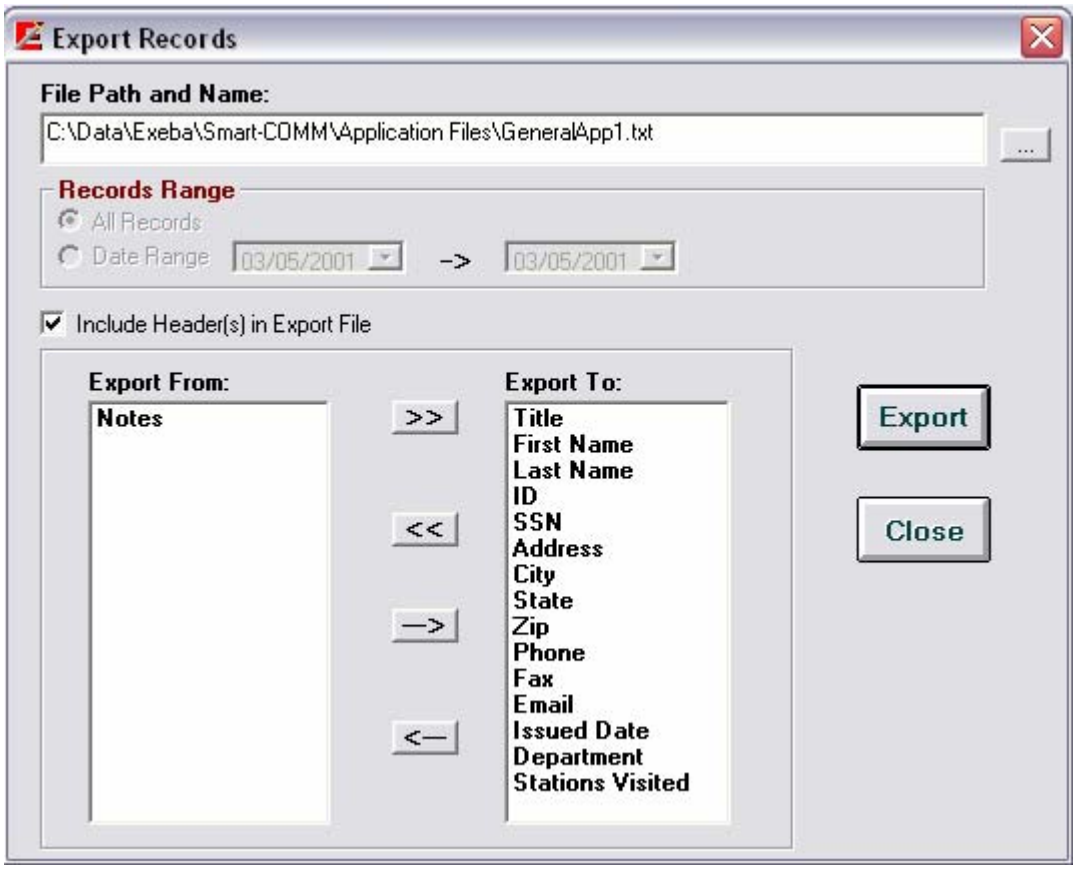
>> - adds all the fields to the import list
<< - deletes the import list

4. Click on the Import button to import the file. If successful a message will be displayed and the data can be viewed in the application window, Reports, etc...

Export Records

Command Function
This command exports data from the application database into a comma delimited text file.

Command Access
The command is available only when an application is open. From the File menu, select Export Records. Depending on the application type and fields a window similar to the one below will appear.



How it works?
1. Enter the location and name of the file in the File Path and Name box. You can also click on the Browse button to locate or create the file using the Save as standard window. When this window appears, select the drive, folder and name of the file to export the data to.

2. Then select the range of data you would like to include in the file. These options are available options to some types of applications only and they are:

All Records – will basically export all the data in the current database.
Record Date – if you need to export only the records that were created between specific dates select this option then select the range of dates.
Issue Date – if you only need the records that have an issue date between specific dates, select this option and select the range of date.

3. If you would like the name of the fields to be the first line in the text file, then click on the Include Header in Export File option.

4. The next step would be to select the field(s) to export and in the order required.
Export From List - This box lists all the available fields that can be exported.
Export To List - This box shows the fields that you select to export.

Field Selection
To select the fields use the following buttons.

-> - This button will add a single field to the end of the Export To List. Highlight the field in the Export From List then click on this button.

>> - This button will move all the fields in the Export From List to the Export To List. The contents of the Export To List will be replaced by the Export From List.

<- - To remove a field from the export list, highlight the field in the Export To List, and click on this button.

<< - To remove all the fields from the export list, click on the Export button

Export - By clicking this button, the fields in the list box Export To List will be written to the specified text file.

Close - Use this button to close the window and return to the main menu.

Chapter 6

Tools Menu

Under this menu you will find commands to compact or repair, the application database, to change the selected application, and to change the hardware selection.

- Compact & Repair Database
- Switch Application
- Switch Hardware

Compact & Repair Database

As the data in the application is updated, the size of the database file grows over time. The Compact Database utility compacts and repairs the database, thus making it smaller in size. It also allows all of the software functions to run more efficiently.

To compact the database, select the Tools menu, then select Compact and Repair Database.

Before you use this function, make sure all the windows in the software are closed and only a single user is running the software.

If the database is corrupted, the Compact Database utility will attempt to repair it. Since this utility cannot fix all the possible forms of database corruption, it is recommended to always back-up the database files to avoid unrecoverable data loss.

Switch Application

Command Function
As mentioned in this manually, currently there are 13 different applications that you can work with in the software. While working with one application, to create or switch to another one of the same type or different type, select Switch Application command.

Command Access
This command is only available when an application is open. From the Tools menu, select Switch Application.

How it works?
All the open application windows, such as Application Setup window, Import Records, Export Records, and Search By should be closed before you can switch to a different application. Once you click on this menu selection, the following menu commands will be enabled / disabled accordingly:

Menu Command	**Enabled/Disabled**
General Card	Enabled
Member Card	Enabled
Health Card	Enabled
Loyalty Card	Enabled
Create Card Template	Enabled
Open Existing Database	Enabled
Open Default Database	Enabled
Open Current Database	Disabled
Set Password	Disabled
Clear Password	Disabled
Report	Disabled
Export Records	Disabled
Import Records	Disabled
Compact & Repair Database	Disabled

As shown in the table above the commands available for an open database application, will be disabled and the commands that allow you to open or create a new application are enabled.

Switch Hardware

Command Function
This command is used to switch from one hardware type to another without closing the software application.

Command Access
The Switch Hardware submenu is found under the Tools menu. You can also click on the Switch Hardware button of the main button bar.

How it works?
When the Switch Hardware command is selected, the Hardware Switch window will appear. Select the new hardware type by clicking on the designated button.

Appendix A

Product Support

A variety of resources are available to help you use Exeba® SMART-COMM™. These resources are covered in this appendix and can be divided into the following sections:

- On-line help
- User Manual
- Web support
- Customer Support

On-Line Help

Exeba® SMART-COMM™ has a comprehensive on-line help system that allows you to locate information quickly and easily. On-line help can be accessed from the Start menu. You can also access it while working with Exeba® SMART-COMM™, by selecting Help from the main menu.

User Manual

This manual contains detailed information on how to use Exeba® SMART-COMM™. For commands and questions related to the hardware, consult the manufacturer's User Guide that is included with this software purchase.

Customer Support

Escan Technologies Corp. welcomes your questions, suggestions and comments regarding improvements to Exeba® SMART-COMM™ and this manual. Your comments can be mailed to Escan Technologies Corp., or sent electronically via e-mail or via our World Wide Web (www) site. If you have a bug report that requires immediate attention, please contact us as soon as possible.

If you would like to purchase any of the hardware described in this manual, you may contact us for the current price and availability.

In order to be eligible for technical support, you must register your version of Exeba® SMART-COMM™ with Escan Technologies Corp. In addition to technical support, you will receive updates regarding what is new in the upcoming versions of the software.

When reporting a problem, please include the following information:

Company
Mailing Address
Phone Number
Name/Contact Person
E-mail Address (if available)
Exeba® SMART-COMM™ Serial Number
Date of Purchase
Operating system (Windows Me, NT, 2000, XP or Vista)

Where to send your registration/correspondence:

Email Address:
techsupport@e-scan.com

Telephone / Fax:
Tel: (951) 270-1911 (9:00 am - 4:00 pm PST)
Fax: (951) 304-1267 (24 hours - 7 days a week)

On-line Support

As an alternative to mailing your registration, you may visit our www site. In addition to on-line registration, comments or suggestions are posted, read about upcoming versions of Exeba® SMART-COMM™, related software, and download up-to-date files. Our websites are at the following addresses:

http://www.e-scan.com
http://www.exeba.com